

Town of *Dunstable* Selectboard
Meeting Minutes
February 15, 2022
Meeting Held via Zoom

This meeting was held virtually through Zoom, Zoom ID 898 7599 5684

Convened: 6:00 pm

Present: Leah D. Basbanes, chair, Kieran D. Meehan, vice chair, Ronald J. Mikol, member(s); Chief Zbikowski, Fire Chief; Harold Simmons, Advisory Board; Sue Fayne, 350th Anniversary Celebration Committee; Joan Simmons, Planning Board;

Call to Order & Public Forum

Ms. Basbanes called the meeting to order. She then went over the agenda which included Appointments and Discussion Regarding the 350th Anniversary Celebration Committee's Budget for FY23. She then quickly went over the provisions of law that allow public bodies to continue meeting virtually and the ground rules for public participation.

Discussion Regarding the 350th Anniversary Celebration Committee's Budget for FY23

Ms. Fayne went over the following series of events planned by the Committee. The first is a Trivia Night/Silent Auction planned for April 2022. The estimated cost would be \$700. The next event would be a Kickoff Gala for October 2022 which would cost around \$40,000. They would also like to hold a 5K Road Race in November 2022 which would cost about \$3,250. The first event of the anniversary year would be a Patriots' Day Parade for April 2023 that would cost roughly \$40,000. They would then look to hold a fireworks/bonfire/food truck event in May 2023 that they expect would cost \$25,000. The Committee would also like to have a Cornhole Tournament for June 2023 that they felt would likely cost \$500. This would then be followed in August of 2023 by a Dunstable's Got Talent event that would also cost about \$500. It would all wrap up with a Barn Dance in October 2023 that the Committee estimates would cost \$20,000. To help bankroll events the Committee has procured and sold merchandise. So far their donations fund is in excess of over \$4,401. So far the Committee has expended \$2,485 out of pocket via the personal funds of Committee members which they hope to seek reimbursement for from the donations account via the ordinary vender warrant process. Those costs include an ad in the Neighbor to Neighbor, costs for merchandise, and various miscellaneous expenses. The Committee is looking for the town to budget additional funds for them starting with a relatively small amount in FY22 (\$3,000 to \$5,000) and then they'd seek further funds in FY23 (\$40,000) and again in FY24 (\$11,700). The Board noted that much of this is a future ask and not an immediate one. Ms. Fayne noted that the Committee recently held a meeting that discussed their plans and expenses. They were careful to separate out what they need now versus what they need in the future. They also have a few deposits that they need to pay up front. These include costs for the gala, the road race, and additional funding for merchandise. They have already submitted this data to the Town Administrator and to the Advisory Board. The Board noted that there are clearly the immediate issues like the deposit for the gala. The only likely way to see funding in FY22 would be Reserve Fund. This prompted the question of whether roughly \$5,000 would cover things for now. This would also allow for members to reimburse.

The Board noted that an account will need to be setup and asked Mr. Voelker how that would work. He responded that the Town Accountant will need to setup the general ledger code for it. As for the Reserve Fund, allocation of funds for it falls under the authority of the Advisory Board. The Board expressed support in seeking a transfer and asked when the next meeting of the Advisory Board was. Mr. Simmons responded it's scheduled for March 2nd, 2022. The Board felt it prudent to prepare the necessary account numbers and the like and then seek the transfer. It was agreed to seek \$5,400. Discussion then shifted to FY23 and the request that would be more than \$40,000. There was some concern about that much, noting it could actually be higher. We've had to employ overrides to do things like hire additional police officers. These costs will need to be fully ascertained. Ms. Fayne suggested that fundraising will ideally help. The Board agreed with that notion in general. Ms. Fayne submitted that the Committee already has a list of private donors that they intend to seek support from. It is the hope to more or less be budget neutral. The Board supported that idea. There are a number of prominent citizens who have private businesses who would likely be interested in sponsoring and supporting such events. It was agreed that they need seed money today. Committee members have put their own dollars into this so far. Which wasn't the intent of the town, but here we are. The FY22 numbers are pretty solid at this point. It's the future numbers the Board had some reservations around. Ms. Fayne then provided some information behind the Committees number starting with the drivers behind the gala. There are costs there like event location, the DJ, and other similar

Approved and adopted on 3/3/22

costs. They're not looking to make money just cover expenses and have an event that celebrates the town's anniversary. The Board noted the Road Race and the Kickoff are really the fund raisers. Events like the gala and the Patriots Day Parade are more celebratory. Ms. Fayne highlighted other events not formally outlined that they would likely fundraise at. For example, they raised funds at Winter Fest which isn't an event they put together, but rather a long standing town event. So they're really just looking to get started and in no way do they expect to be a substantial cost to the town.

The Board then asked if the gala itself could be held in Dunstable. Ms. Fayne responded that it would be held at the event hall at a golf course that's right on the town line. The Board asked what the capacity of the facility is. Ms. Fayne responded it can hold up to 200 people. The Board asked about the barn event. Ms. Fayne responded that hasn't been settled but they'd hope to use the McLoon Barn. The Board agreed this is important for the town. We just have to promote the fundraising. Ms. Simmons noted the last celebration we had, the entire spend was around \$2,000. She explained that she isn't against the ideas proposed, just that she felt fundraising might prove more difficult than expected. She liked the ideas, but felt it might prove a bit much. Still she expressed support and promised to help where she could. Mr. Simmons submitted that he isn't against any of it, but he wondered what would happen if the fundraising falls short after the Committee has gone out and spent money. He expressed some reservations suggesting that the town cannot afford to write a blank check. Ms. Fayne didn't agree that what's being requested is a blank check. The Committee was appointed to pull together a celebration and to provide costs and estimates. They aren't looking to bankrupt the town. They're going to fundraise for as much as they can do. They aren't going to make commitments that they can't make and if they have to scale back due to shortfalls then they will do so. The Board expressed the feeling that the Committee is being responsible. Further this will still have to go before Advisory Board and they can be trusted to vet properly. Mr. Simmons noted one final notion, feeling it important that the Board be careful in how it words its motion in support. It is the Advisory Board that decides on requests for the Reserve Fund. The Board recognized that submitting its motion is merely in support of the request.

A motion was made by Mr. Mikol to support a transfer from the Reserve Fund in the sum of \$5,400 for the 350th Anniversary Celebration Committee recognizing that the Reserve Fund falls under Advisory Board's purview. The motion was seconded by Mr. Meehan and passed unanimously.

Town Administrators Report

The Board noted that Mr. Palaia is absent from this meeting as he is out on bereavement leave. Mr. Voelker submitted there wasn't much to report save some updating from the Town Accountant regarding reporting requirements for expenditure of ARPA funds and discussion regarding the emergency meeting held on February 14th, 2022. The Board then noted that it would be holding a special session on February 16th, 2022 to interview Interim Town Administrator candidates. The Board then finished by reporting briefly on changes put forward to mask requirements by the Governor. He's lifting requirements for students to be masked in particular as well as other changes. The Board noted that it is still awaiting a response from Board of Health. The Board then determined in light of Mr. Palaia's absence to dispense with any further report.

Appointments & Resignations

The Board noted there are three appointments for this meeting. The first two pertain to the 350th Anniversary Celebration Committee. The two candidates are Michael Kurt Fahy and Lori Chabot. Mr. Voelker reminded that Mr. Fahy was present at its last meeting and affirmed his interest in person while Ms. Chabot contacted the town via email to affirm her interest. The Board saw no reason not to appoint both persons to the Committee. The Board then turned to the third appointment. The candidate is Jean Haight who is replacing Jim McManus on the Council on Aging. Mr. Voelker reported that Council on Aging has requested the appointment. Mr. McManus is now the town's oldest citizen and in light of his status has decided to retire from the Council. Ms. Haight began her committee work on the Community Preservation Committee, replacing Susan Psaledakis as a Member At-Large, and has acquitted herself well by all accounts. Her fellow CPC member Ms. Simmons recommended she join COA, where Ms. Simmons is also a member. The Board saw no reason not to proceed with the appointment.

Michael Kurt Fahy appointed as a member of the 350th Anniversary Celeb. Comm. Term Expires Dec. 31st, 2023
Motion by Mr. Mikol, second by Mr. Meehan, passed unanimously

Lori Chabot appointed as a member of the 350th Anniversary Celeb. Comm. Term Expires Dec. 31st, 2023
Motion by Mr. Mikol, second by Mr. Meehan, passed unanimously

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Jean Haight appointed as a member of the Council on Aging

Term Expires June 30th, 2023

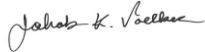
Motion by Mr. Mikol, second by Mr. Meehan, passed unanimously

Minutes

The Board reviewed the minutes for February 1st, 2022. The Board noted that for some reason they didn't receive the attachments concerning the minutes and determined to table the minutes until the next meeting. Mr. Voelker agreed to resend the minutes.

A motion to adjourn was made by Mr. Mikol at 6:40 pm. The motion was seconded by Mr. Meehan and passed unanimously.

Respectfully submitted by



Jakob K. Voelker, Assistant Town Administrator

Approved and adopted on 3/3/22